

INSTRUCTION NO.
LI 20-25

LI 20-25
PERSONNEL
3 July 1975

SUBJECT: Grievance Counselors

1. It is Agency policy and the Office of Logistics' (OL's) desire that employees have the opportunity to present grievances for prompt and equitable disposition. A grievance is an employee's expressed feeling (oral or written) of dissatisfaction with some aspects of his working conditions and relationships which are outside of his control. All employees and their supervisors are expected to be in regular communication regarding job performance, career development, working conditions, personality conflicts, or those areas that could develop into grievances. Employees are encouraged to avail themselves of counseling with panel members, personnel counselors in the Personnel and Training Staff, OL, or use the "open door" policy that is available within the supervisory structure. However, if the employee does not feel at ease with this approach or feels it does not provide equitable consideration, the employee has the opportunity to contact the OL grievance counselor or one of the assistants. An employee may discuss his complaint initially on an informal basis with a grievance counselor. Any discussions prior to the initiation of a formal complaint will be kept confidential at the employee's option. It is further understood that an employee with a grievance will not be vulnerable or suffer any reprisals as a result of efforts to use established grievance channels.

2. Effective immediately [REDACTED] he
OL grievance counselor and [REDACTED] as
assistant counselors.

25X1A

[REDACTED]
MICHAEL J. MALANICK
Director of Logistics

25X1A

cc: CMO DD/A

DD/L *[Signature]* 7 JUL 1975
7 JUL 1975
D/L *[Signature]* in *[Signature]*
black ink
of Registry

A-AEO/OL Watt 2 JUL 1975

EO/OL 8 2 JUL 1975

D/L hy 3 JUL 1975

Mich -

Pls let us know about
distribution = all ^{or} employees -
(per or/P+TS)

300 (extras to P+TS) Genny

25X1A

DRAFT

fw
27 June 1975

LOGISTICS INSTRUCTION LI 20- 25

SUBJECT: Grievance Counselors

1. It is Agency policy and the Office of Logistics' (OL) desire that employees have the opportunity to present grievances for prompt and equitable disposition. A grievance is an employee's expressed feeling (oral or written) of dissatisfaction with some aspect of his working conditions and relationships which are outside of his control. All employees and their supervisors are expected to be in regular communication regarding job performance, career development, working conditions, personality conflicts, or those areas that could develop into grievances. Employees are encouraged to avail themselves of counseling with panel members, personnel counselors in the Personnel and Training Staff,^{dv} or use the "open door" policy that should¹⁵ be available within the supervisory structure. However, if the employee does not feel at ease with this approach or feels it does not provide equitable consideration, the employee has the opportunity to contact the OL grievance counselor or one of the assistants. An employee may discuss his complaint initially on an informal basis with a grievance counselor. Any discussions prior to the initiation of a formal complaint will be kept confidential at the employee's option. It is further understood that an employee with a grievance will not be vulnerable or suffer any reprisals as a result of efforts to use established grievance channels.

2. Effective imm [redacted] the OL 25X1A
grievance counselor and [redacted] as assistant
counselors.

Michael J. Malanick
Director of Logistics

CC, CMO- DDA.

COMPETITIVE EVALUATION CRITERIA										DISPLAYS SERIOUS DEFICIENCY		BELOW NORMAL DEGREE		AVERAGE OR NOT OBSERVED		STRONG		SUPERIOR TO PEERS		SCORE	
DATE PREPARED										1	2	3	4	5	6	7	8	9			
PERFORMANCE																					
1. QUALITY OF WORK																					
2. QUANTITY OF WORK																					
3. ABILITY TO MEET DEADLINES																					
4. ABILITY TO WORK WELL UNDER PRESSURE																					
5. TECHNICAL OR PROFESSIONAL KNOWLEDGE																					
6. ABILITY TO IMPLEMENT INSTRUCTIONS																					
7. CLARITY OF WRITTEN EXPRESSION																					
8. CLARITY OF ORAL EXPRESSION																					
TOTAL PERFORMANCE																					
										WT	TOT										
MANAGERIAL CAPABILITY																					
1. PLANNING ABILITY																					
2. EFFECTIVENESS IN ORGANIZING																					
3. SUPERVISORY ABILITY																					
4. USE OF SOUND JUDGEMENT																					
5. EFFECTIVENESS IN INFLUENCING OTHERS																					
TOTAL MANAGERIAL CAPABILITY																					
										WT	TOT										
POTENTIAL																					
1. WILLINGNESS TO ACCEPT RESPONSIBILITIES																					
2. ROTABILITY																					
3. ADAPTABILITY TO CHANGES																					
4. EVIDENCE OF SELF-IMPROVEMENT																					
TOTAL POTENTIAL																					
										WT	TOT										
OTHER FACTORS																					
1. DIVERSITY OF ASSIGNMENTS																					
2. DEGREE OF RESPONSIBILITY IN ASSIGNMENTS																					
3. NUMBER AND CHARACTER OF ASSIGNMENTS TO HARSHIP POSTS																					
TOTAL OTHER FACTORS																					
										WT	TOT										
TOTAL ALL CATEGORIES																					
<p><u>TIME IN GRADE</u> - While time in grade is a factor to be considered in competitive evaluation, it is neither the only nor necessarily the most significant factor in determining competitive rankings for promotion or other opportunities for advancement. Rather, it is one which, in the final analysis, is more properly weighed by Panel and Board members when the Careerists being evaluated are otherwise relatively equal in qualifications, experience, performance, and potential.</p>																					
NAME OF INDIVIDUAL BEING RATED										GRADE		DATE OF GRADE		DATE OF BIRTH							
Approved For Release 2001/11/01 : CIA-RDP78-05054A0001001										00061-0											